Setting-up your computer to run SPARS Web

Before running the SPARS Web application, please make sure that your computer system meets the following _**minimum**_ hardware and software requirements:

◊   ***CPU***: Pentium-class processor – 1 GHz or faster

◊   ***Memory***: 128 MB

◊   ***Disk***: 10 GB

◊   ***Network***: 56k dial-up connection to Internet

◊   ***Operating System***:
   - Windows 2000, or
   - Windows XP (any edition), or
   - Windows Server 2003 (any edition), or
   - Windows Vista (any edition), or
   - Windows Server 2008

◊   ***Software***:
   - Microsoft Internet Explorer 6.0 SP1 or SP2, or
   - Internet Explorer 7.0, or
   - Internet Explorer 8.0, or
   - Internet Explorer 9.0,
   - Sybase Appeon Xcelerator (automatically downloaded to the client browser when running SPARS Web)

For the best possible experience working with SPARS Web, the Iowa DNR's AQB recommends the following hardware and software for your computer system:

◊   ***CPU***: Pentium-class processor – 1.8 GHz or faster

◊   ***Memory***: 512 MB

◊   ***Disk***: 20 GB

◊   ***Network***: Broadband connection to Internet

◊   ***Operating System***:
   - Windows 2000, or
   - Windows XP (any edition), or
   - Windows Server 2003 (any edition), or
   - Windows Vista (any edition), or
   - Windows Server 2008, or
   - Windows 7

◊ *Software*:
- Microsoft Internet Explorer 6.0 SP1 or SP2, or
- Internet Explorer 7.0, or
- Internet Explorer 8.0, or
- Internet Explorer 9.0,
- Sybase Appeon Xcelerator (automatically downloaded to the client browser when running SPARS Web),
- Adobe Acrobat Reader 6.0 or later (for viewing printed PDF DataWindows and reports)

When you run an Appeon Web application, such as SPARS Web, for the first time, the Appeon Xcelerator plug-in must be downloaded to your computer. However, if you do not have administrator rights to your computer Windows system, the *Xcelerator plug-in download will be blocked and the application will fail to run*.

To avoid this and to allow SPARS Web to run in your computer, please follow the instructions described in this document.

Ask your administrator to assign the current login account to the Administrators group, so that it can successfully download and register the Xcelerator plug-in. In the case of Windows Vista and Windows Server 2008 users, you need to turn off the **User Account Control** feature, for the Appeon Server to start correctly. (See instructions below)

1.0 Set account privilege for running Appeon Server

1.1 Windows System other than Windows Vista or Windows Server 2008
- Ask your administrator to assign the current logging account to the Administrator group. This will allow the Xcelerator plug-in to be successfully downloaded and registered.

1.2 Windows Vista or Windows Server 2008
- Go to Control Panel **|** User Accounts, click ***Turn User Account Control on or off***.
- De-select the option of ***Use User Account Control (UAC) to help protect your computer***.
- Click **OK**.
- Restart your computer

2.0 Adjust Desktop Display Settings

Your desktop display should be set to ***1024 X 768***.

If your display is not set to *1024 X 768*, follow these instructions:

1. Right-click inside the Windows desktop and select **Properties** (in Windows 7, select **Screen resolution**).
2. Select the **Settings** tab.
3. Note your current Screen resolution in case you need to reset it later.

4. Move the Screen resolution slide bar to *1024 X 768* (in Windows 7, select 1024 X 768 from the pull-down menu).
5. Click **Apply**. The screen will be reset.
6. Click **Yes** (in Windows 7, click **Keep Changes**).
7. Click **OK**.

3.0 Adjust Temporary Internet Files and Caching

➢ **Delete all temporary files stored in the Internet Explorer cache:**

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **General** tab.
4. Depending on the Internet Explorer that you have, do the following:

   o <u>Internet Explorer 6.0</u>:
      • Click **Delete Files…** in the **Temporary Internet Files** section.
   o <u>Internet Explorer 7.0</u>:
      • Click **Delete…** in the **Browsing History** section.
      • Click **Delete Files…** in the **Temporary Internet Files** section.
   o <u>Internet Explorer 8.0 and 9.0</u>:
      • Click **Delete…** in the **Browsing History** section.
      • Click **Delete**.

5. Click **OK**.

➢ **Verify settings for temporary internet files within Internet Explorer and set up file caching:**
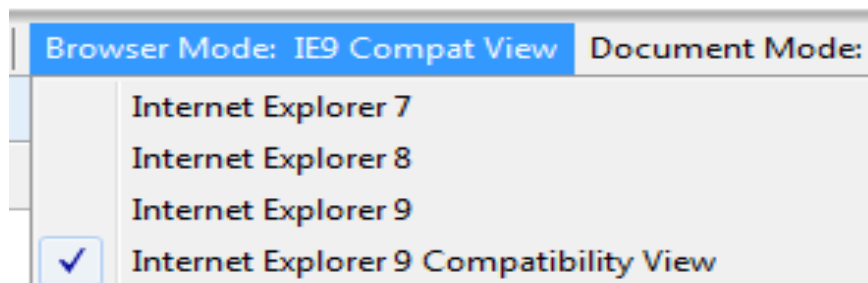
1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Advanced** tab. Scroll down to the Security section and make sure that **Empty Temporary Internet Files folder when browser is closed** option is **NOT** checked.
4. Select the **General** tab.
5. Depending on the Internet Explorer version that you have, do the following:

   o *Internet Explorer 6.0*:
      • Click **Settings…** in the **Temporary Internet Files** section.
      • Select the **Automatically** button to check for newer versions of stored pages.

   o *Internet Explorer 7.0, 8.0, and 9.0*:
      • Click **Settings…** in the **Browsing History** section.
      • Select the **Automatically** button to check for newer versions of stored pages.

6. Verify that the **Amount of Disk Space to Use** is set to no less than 200MB.

7. Click **OK**.

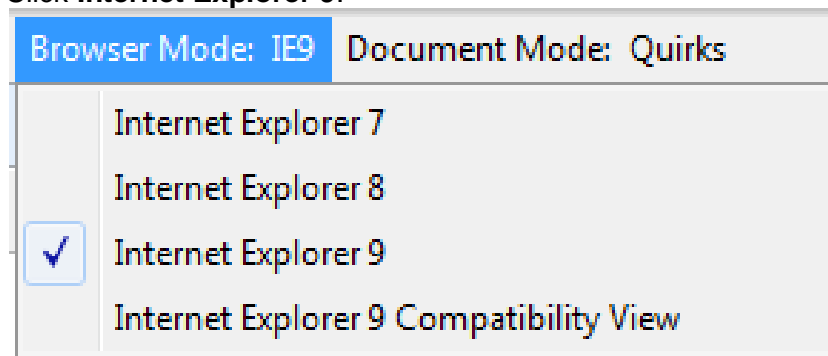## 4.0 Adjust Compatibility Mode (Windows 7, IE9)

1. Open Internet Explorer.
2. Hit the **F12** key or select **F12 developer Tools** on the **Tools** menu.
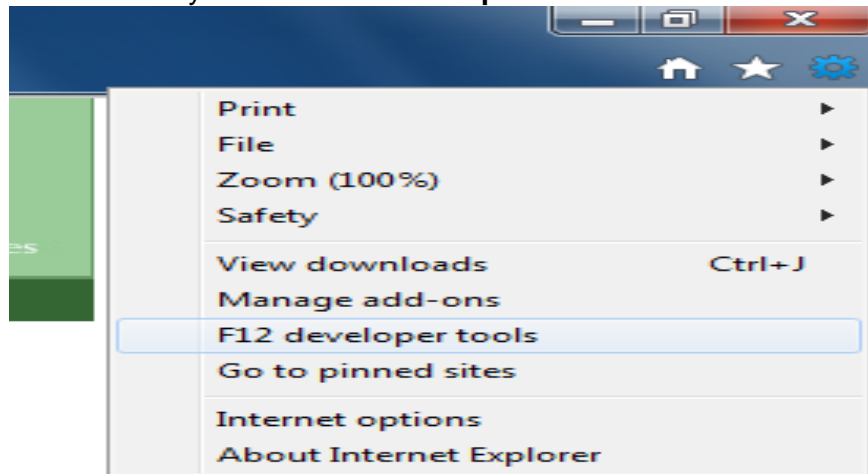
3. A window will open up at the bottom of the screen. Click **Browser Mode: IE9 Compat View**.
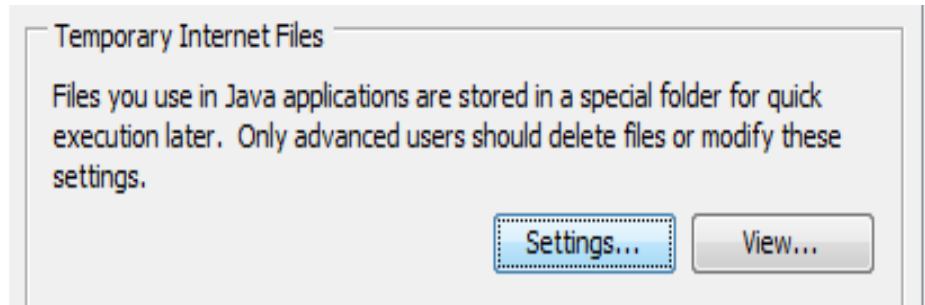

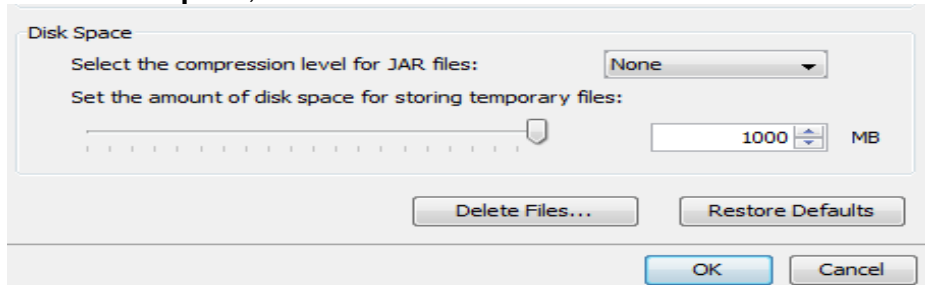4. Click **Internet Explorer 9**.

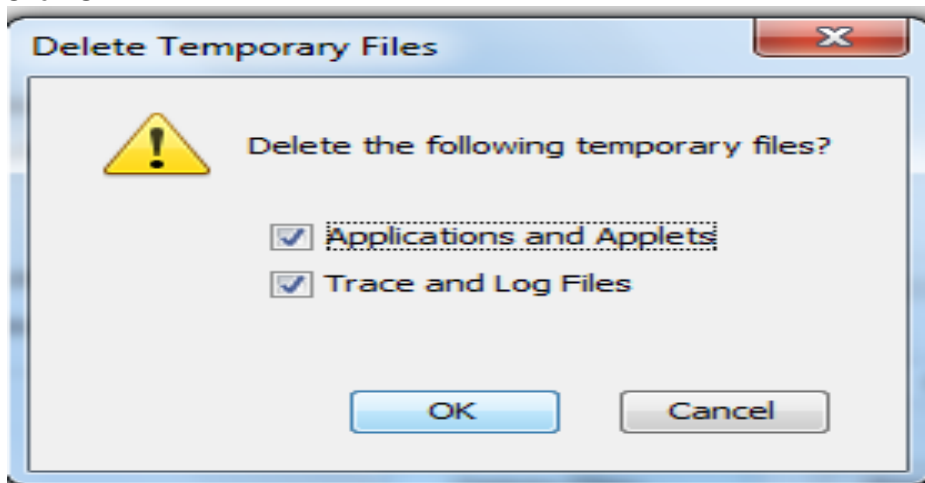
5.0 Delete Java Cache/History (Windows 7, IE9)

1. Open the Control Panel and choose **Java** and a window will open up.
2. Select the **General** tab.
3. Under **Temporary Internet Files**, choose "**Settings**."

4. Under **Disc Space**, select "**Delete Files**."

5. Click **OK**.

6.

6.0 If Running SPARS Web via a Proxy Server

If you are running SPARS Web through a Proxy Server, you must ensure that the Advanced Setting **HTTP 1.1 through proxy connections** remains enabled.

*NOTE: These instructions are only necessary if a Proxy Server is used.*

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Advanced** tab.
4. Scroll down to the **HTTP 1.1 Settings** section.
5. Select **Use HTTP 1.1** if it is not currently selected.
6. Select **Use HTTP 1.1 through proxy connections** if it is not currently selected.
7. Click **Apply** and then **OK**.

7.0 Adjust Internet Security Settings

In order for SPARS Web to be set up on your machine, you must make sure that your internet security is set correctly. SPARS Web uses a version of *Appeon* (5.0 Xcelerator) and other functions that require specific security settings.

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Security** tab.
4. Select the **Internet** zone.
5. Click **Custom Level…** at the bottom of the box.
6. The following settings must be in place to set up SPARS Web. Your computer might already have these selections in place, depending on the security level that you have set. Additionally, these options may or may not be available to you depending on the Internet Explorer version or Service Pack that you have:
    - Download signed ActiveX controls – select **Enable**.
    - Download unsigned ActiveX controls – select **Prompt**.
    - Initialize and script ActiveX controls not marked as safe for scripting – select **Prompt**.
    - Run ActiveX controls and plug-ins – select **Enable**.
    - Script ActiveX controls marked safe for scripting – select **Enable**.
    - File download – select **Enable**.
    - Active scripting – select **Enable**.

    - *Internet Explorer 6.0*:
        - Allow paste operations via script – select **Enable**.
        - Allow active content to run in files on My Computer – select **Enable**.
    - *Internet Explorer 7.0, 8.0 and 9.0*:
        - Allow websites to prompt for information using scripted windows – select **Enable**.
    - *Windows 7, IE9*:
        - Make sure that **Enable Protected Mode** is unchecked for <u>Internet</u>, <u>Intranet</u>, and <u>Trusted Sites</u>.

7. Click **Apply**.
8. Click **OK**. (For Windows 7, IE9, you might receive the warning: "*The current security settings will put your computer at risk.*" This is temporary. Click **OK**)

NOTE: After clicking **OK**, the following warning might appear:
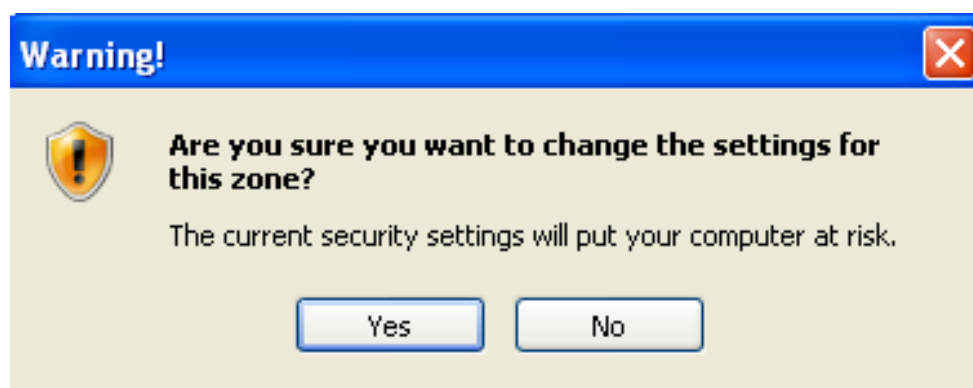
Click **Yes**. You will re-adjust these settings immediately after Appeon is installed in your computer.
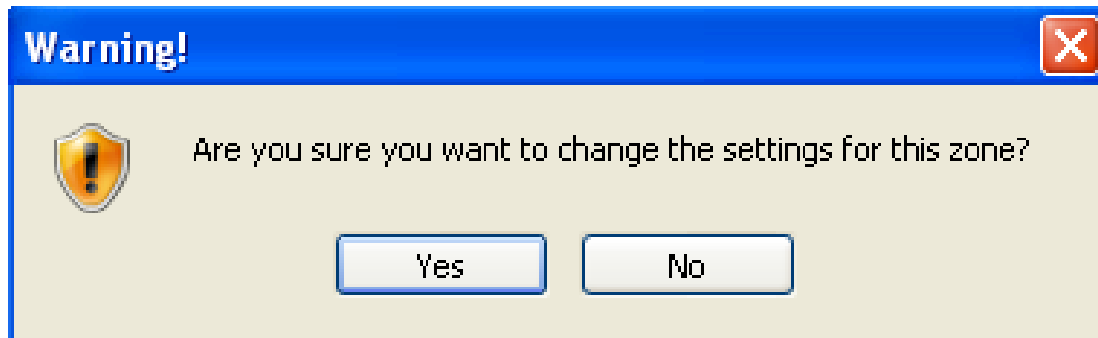
9. Click **OK**.

8.0 Adjust Trusted Sites Security Settings

You must make sure that your "trusted sites" security is set correctly. SPARS Web uses a version of *Appeon* (5.0 Xcelerator) and other functions that require specific "trusted sites" security settings.

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Security** tab.
4. Select the **Trusted Sites** zone.
5. Click **Custom Level…** at the bottom of the box.
6. If available, make sure that the following settings are selected. Your computer might already have these selections in place, depending on the security level that you have set. Additionally, these options may or may not be available to you depending on the Internet Explorer version or Service Pack that you have:
    o Download signed ActiveX controls – select **Enable**.
    o Download unsigned ActiveX controls – select **Prompt**.
    o Initialize and script ActiveX controls not marked as safe for scripting – select **Prompt**.
    o Run ActiveX controls and plug-ins – select **Enable**.
    o Script ActiveX controls marked safe for scripting – select **Enable**.
    o File download – select **Enable**.
    o Active scripting – select **Enable**.
    o *Internet Explorer 6.0*:
        • Allow paste operations via script – select **Enable**.
        • Allow active content to run in files on My Computer – select **Enable**.

    o *Internet Explorer 7.0, 8.0, and 9.0*:
        • Allow websites to prompt for information using scripted windows – select **Enable**.

7. Click **OK** when the new security settings have been selected.

NOTE: After clicking **OK**, the following warning might appear:

Click **Yes**. You will re-adjust these settings immediately after Appeon is installed in your computer.

8. Click **OK**.

9.0 Adjust Additional Trusted Sites Settings

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Security** tab.
4. Zone area, select the **Trusted Sites** zone.
5. Click the **Sites** button.
6. Make sure that **Require server verification (https) for all sites in this zone** is not checked. Uncheck this field if necessary.
7. Add the following web addresses to your Websites box:

    o http://spars.iowadnr.gov/spars.htm

8. To add these web addresses, do the following (one web address at a time).

    o Type the web address in **Add this website to the zone** field.
    o Click the **Add** button.

9. When all the web addresses have added, click the **Close** button.
10. Click **OK**.

10.0 Check Version of Jscript.dll

You must make sure that the version of *jscript.dll* on your PC is the correct version.

1. In Windows Explorer open the *\WINNT\system 32* folder.
2. Scroll down and locate the *jscript.dll* file.
3. Right-click on this file name and select **Properties**.

4. Select the **Version** tab. The version must be at least *5.6.x.xxxx*. If the version number is older than *5.6.x.xxxx* (a smaller number), download the newer version at:

   http://www.microsoft.com/downloads/details.aspx?FamilyID=c717d943-7e4b-4622-86eb-95a22b832caa&DisplayLang=en

11.0 Disable Internet Anti-popup/Anti-Virus Software

In order to have *Appeon* correctly installed in your computer, anti-popup software must be disabled. After installation, the anti-popup software can be enabled. Additionally, it is recommended that your anti-virus software be temporarily disabled until you have completed the SPARS installation. Once you have completed the installation, the anti-virus software may be enabled.

12.0 Install *Appeon*

1. Open Internet Explorer.
2. On the web browser, type this address: http://spars.iowadnr.gov/spars.htm
3. If the download does not automatically start, you should be directed to a page to manually install the application. You may need administrator rights on your computer to install the Java applet needed to connect you to SPARS Web.
4. If prompted, choose the following:
   o Install ActiveX
   o Trust this site
   o Always allow popups from this site
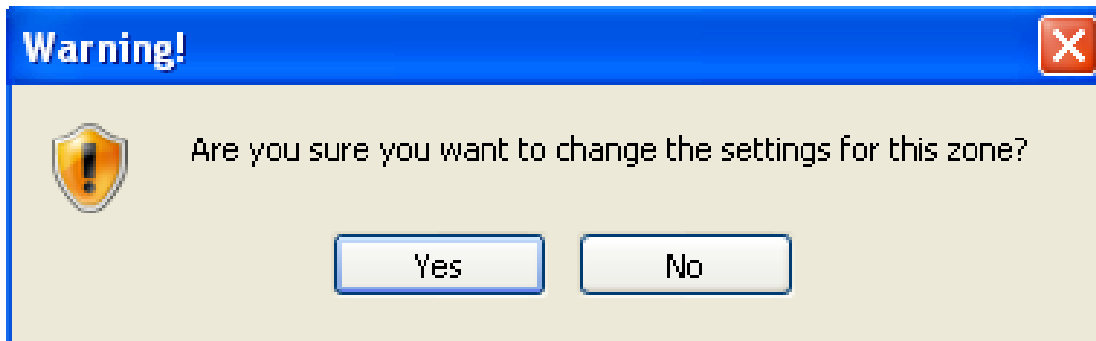5. When the installation is complete, close Internet Explorer.

13.0 Re-adjust Internet Security Settings

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Security** tab.
4. Select **Internet**.
5. Click **Custom Level…** at the bottom of the box.
6. Make the following security setting selections:
   o Download signed ActiveX controls – select **Prompt**.
   o Download unsigned ActiveX controls – select **Disable**.
   o Initialize and script ActiveX controls not marked as safe for scripting– select **Disable**.
   o Run ActiveX controls and plug-ins – select **Enable**.
   o Script ActiveX controls marked safe for scripting – select **Enable**.
   o File download – select **Enable**.
   o Active scripting – select **Enable**.

   o *Internet Explorer 6.0*:
      • Allow paste operations via script – select **Enable**.
      • Allow active content to run in files on My Computer – select **Enable**.

- o *Internet Explorer 7.0, 8.0 and 9.0*:
    - Allow websites to prompt for information using scripted windows – select **Enable**.

7. Click **OK** when the new security settings have been selected.

NOTE: After clicking **OK**, the following warning might appear:

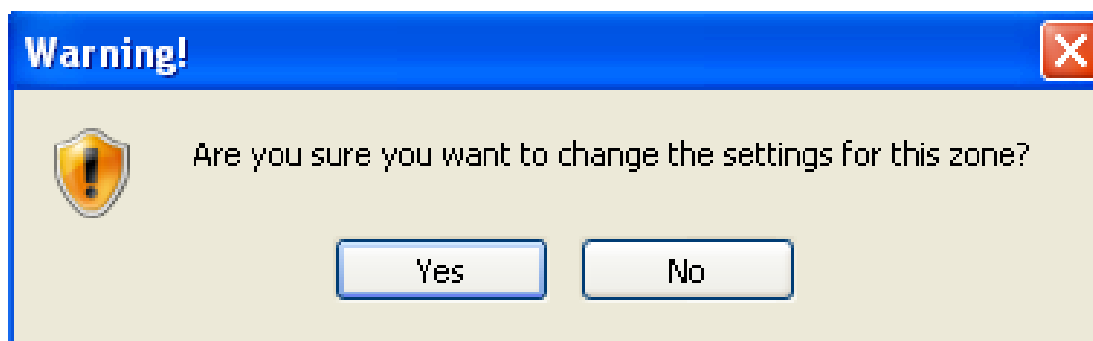Click **Yes**. You will re-adjust these settings immediately after Appeon is installed in your computer.

8. Click **OK**.

14.0 Re-adjust Trusted Site Security Settings

1. Open Internet Explorer.
2. Select **Internet Options** on the **Tools** menu.
3. Select the **Security** tab.
4. Select the **Trusted Sites** zone.
5. Click **Custom Level…** at the bottom of the box.
6. Make the following security setting selections:
    - o Download signed ActiveX controls – select **Prompt**.
    - o Download unsigned ActiveX controls – select **Disable**.
    - o Initialize and script ActiveX controls not marked as safe for scripting – select **Disable**.
    - o Run ActiveX controls and plug-ins – select **Enable**.
    - o Script ActiveX controls marked safe for scripting – select **Enable**.
    - o File download – select **Enable**.
    - o Active scripting – select **Enable**.

    - o *Internet Explorer 6.0*:
        - Allow paste operations via script – select **Enable**.
        - Allow active content to run in files on My Computer – select **Enable**.
    - o *Internet Explorer 7.0, 8.0, and 9.0*:
        - Allow websites to prompt for information using scripted windows – select **Enable**.

7. Click **OK** when the new security settings have been selected.

NOTE: After clicking **OK**, the following warning might appear:

Warning!

Are you sure you want to change the settings for this zone?

[Yes]   [No]

Click **Yes**. You will re-adjust these settings immediately after Appeon is installed in your computer.

8. Click **OK**.

9. Close Internet Explorer.

15.0 Create a SPARS Web shortcut

Creating a SPARS Web shortcut using the correct URL will ensure your access to the *Appeon* logging screen regardless of any SPARS upgrades installed by the DNR.

1. Right-click inside the Windows desktop and select **New**.
2. Select **Shorcut**.
3. Inside the text box, type the following location:
    http://spars.iowadnr.gov/spars.htm
4. Click **Next**.
5. Inside the text box, type: **SPARS Web**
6. Click **Finish**
7. Next time you need to access SPARS Web, place your cursor on this shortcut and double-click the left side of your mouse.

Uninstalling Appeon

To uninstall Appeon:

1. Access your hard drive to find the file named "EonUISpace Class" (or "ceondownloadcenter.dll" on Windows 7). This file is commonly found in *C:\WINDOWS\Downloaded Program Files*.

2. Delete the EonUISpace Class (or ceondownloadcenter.dll) file.

Once this file is deleted, you will no longer be able to access SPARS Web. To access SPARS Web, Appeon must be re-installed as instructed in this document.